CONSERVATION AREA ADVISORY COMMITTEE: ARUN DISTRICT COUNCIL

Constitution and Terms of Reference

Constitution

[1] The Advisory Committee, which is nominated annually in August, will consist of:-

(i) A Member of, or a person who has retired from, the Royal Institute of British Architects.
(ii) A Member of, or a person who has retired from, the Royal Town Planning Institute.
(iii) A Member of, or a person who has retired from, the Royal Institution of Chartered Surveyors.
(iv) A Member of, or a person who has retired from, a professional or technical organisation.
(v) Two Arun District Councillors.
(vi) One Parish/Town Councillor nominated from each of the following: Joint Downland Area Committee Joint Eastern Arun Area Committee Joint Western Arun Area Committee (vii) Two Representatives elected by the Forum of Arun District Amenity Groups.

Members must make arrangements for their substitutes to attend in their absence, subject to the substitute:-

(a) being nominated by the person wish to have a substitute;
(b) being only the person nominated in (a); and
(c) coming from the same organisation/institute, etc., as the person being substituted with the agreement of that organisation/institute.

[2] The Advisory Committee may co-opt a maximum of three Members and in addition to 1(i), (ii), (iii) and (iv) must be subject to:-

(i) Annual election by the Committee;
(ii) Proposed and seconded by Members of the Committee; and
(iii) Election by the Majority of the Members;

[3] Any changes to the membership of the Advisory Committee shall be:-

(i) in respect of 1(v), (vi) and (vii) by nomination/election from the respective groups and in all cases,
(ii) notified in writing to Arun District Council.
Terms of Reference

[4] The Advisory Committee will, on a District-wide basis, strive to achieve the preservation and enhancement of Conservation Areas by:

(i) Considering and commenting on applications for Planning Permission, Listed Building Consent and related consents for proposals which, in the opinion of the District Council, affect the character or appearance of a Conservation Area, subject always to the time constraints of the Council in dealing with such applications received;

(ii) Considering and commenting on significant proposals within or adjoining proposed Conservation Areas. Applications will be referred at the discretion of the Council’s Conservation Officer and Design Manager;

(iii) Contributing to the review of Conservation Areas in the District, including proposals for new ones, and commenting on character appraisals and policies and proposals for their preservation or enhancement, all in accordance with priorities identified by Arun District Council; and

(iv) To undertake Design Awards.

NOTE: In formulating its response to consultations, the CAAC may take into account written representation made directly to it insofar as they are material to the CAAC’s function.

[5] Any comments made by the Advisory Committee in respect of Planning Applications or Listed Building Consent, or other matters which the Committee wish the Council to consider and which are within the Advisory Committee’s sphere of interest, shall be in writing.

[6] The Council will service only one Advisory Committee per lunar month in the provision of accommodation and the advice of the Council’s Conservation and Design Manager. A sum of £1,100 will be provided to assist with reasonable out of pocket travelling and secretarial expenses where not available from elsewhere. The Committee will submit to the Council an annual account of expenses incurred.

[7] Members shall at all times comply with the National Code of Local Government.

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